

Amira Khan

amira.khan@example.com • (555) 123-4567 • San Francisco, CA • linkedin.com/in/amirakhan

SUMMARY

Motivated and results-driven entry-level Inside Sales Representative with strong communication skills and a passion for helping customers. Proven ability to exceed sales targets and build lasting client relationships through consultative selling techniques.

EXPERIENCE

Sales Associate

Jan 2022 - Present

Tech Solutions Inc., San Francisco, CA

- Achieved 120% of quarterly sales target, generating \$150,000 in new revenue.
- Developed and maintained relationships with over 100 clients, resulting in a 30% increase in repeat business.
- Utilized Salesforce CRM to track and analyze customer interactions, improving follow-up efficiency by 25%.

Customer Service Representative

Jun 2020 - Dec 2021

Retail Corp., San Francisco, CA

- Resolved customer inquiries and complaints, achieving a 95% satisfaction rating.
- Collaborated with sales team to identify upselling opportunities, contributing to a 15% increase in average order value.
- Trained new staff on customer service protocols and CRM software, enhancing team performance and efficiency.

Intern - Sales and Marketing

Jan 2020 - May 2020

Startup Ventures, San Francisco, CA

- Assisted in developing marketing materials for product launches, increasing awareness by 40%.
- Conducted market research and analysis to identify potential leads, contributing to a 20% increase in prospect engagement.
- Supported the sales team in preparing presentations and proposals for client meetings.

EDUCATION

Bachelor of Science in Business Administration

May 2018

University of California, Berkeley, Berkeley, CA • GPA: 3.7

SKILLS

Technical Skills: Salesforce, Microsoft Office Suite, Data Analysis, CRM Software

Tools & Frameworks: HubSpot, Google Analytics, Mailchimp